



---

## Film & Photography Guidelines

*"The service...shall promote and regulate the use of ... national parks ... [its] purpose is to conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations." (16 U.S.C. 1)*

**It is the policy of the National Park Service (NPS) to allow filming and photography when and wherever possible, while adhering to this mandate. Therefore, when reviewing filming applications, the primary concerns of the NPS are potential impacts to park resources and disruption of visitor use.**

**In order to preserve and protect resources and to assure the enjoyment of those resources by the public, the following guidelines are established by the superintendent of Herbert Hoover National Historic Site as they relate to filming and photographic activities within the park boundaries.**

**Generally, permits are not required for:**

- 1) Visitors using cameras and/or recording devices for their own personal use.
- 2) Sound technicians, and film or video news crews at breaking news events. In these cases, the superintendent will still be required to protect park resources and the rights and safety of park visitors. News media wishing access for entertainment or scheduled purposes may require a permit.
- 3) NPS filming or photography, Department of the Interior Audiovisual Center filming or filming/photography done pursuant to a cooperative agreement or contract.

**A request for a filming or photography permit may be denied if:**

- 1) in the opinion of the superintendent or his/her designee, the filming activity requested represents a potential for harm or impact on the park's natural, cultural, wilderness or recreational resources, may create health or safety risks, or disrupt visitor use and enjoyment;
- 2) it is determined that supervisory requirements for the proposed project will place unreasonable burdens on park staff, regardless of the applicant's willingness to pay supervisory costs;
- 3) the permittee fails to obtain insurance/bonding, or does not agree to pay assessed cost recovery;

- 4) the proposed filming or photography would conflict with the visitors' normal use of the park;
- 5) The request includes entry into areas closed to the general visiting public, or which would allow activities not permitted to the average visitor.

**Filming/Photography Permits:** Permits are issued for photography, filming, and associated sound recording to ensure protection of resources, to prevent significant disruption of normal visitor uses, or when they involve props, models, professional crews and casts or set dressings. Permits are required for access to areas normally closed to the visiting public.

To apply for a permit, please complete a Herbert Hoover NHS filming application form and submit it to the Special Use Permits Coordinator (contact information on last page of these guidelines) allowing sufficient time for evaluation by the park staff before the start date of the proposed activity to be conducted in the park. Please remember to enclose a check or money order for **\$50.00** to cover non-refundable application costs. If using a credit card, include name on the card, number, expiration date, and bank name. Requests will be evaluated on the basis of the information in the application. Therefore you are encouraged to attach maps, diagrams, script pages or storyboards to assist the park staff in evaluating your request. (Since the National Park Service cannot censor content, submission of script and storyboards is voluntary.) If there is no contact from an applicant for 30 days, the file will be closed. Any future contact with that applicant will require initiating the process from the beginning.

Due to the volume of filming requests received by Herbert Hoover NHS, applications are handled in the order they are received. Priority will not be given to URGENT requests nor will the park reply by express mail. Simple requests can be processed in two weeks. Requests that involve multiple locations, complex logistics, and coordination with other NPS divisions or visitor activities will require a minimum of four weeks to process. A minimum of four weeks is also required to process permits for projects that need additional environmental compliance.

All costs of evaluating the request will be billed to the applicant, whether a permit is issued or not. In compliance with the requirements of the Debt Collection Improvement Act of 1996, the applicant must submit their social security number or Federal tax ID number when filling out the application for permit. Applications will not be processed if submitted incomplete or are received without payment.

**Conference/Site Scouting:** It is highly recommended that any potential permittee schedule a pre-shoot scouting trip to the park. Scouting assistance may be requested of the Filming Coordinator, subject to availability. All filming locations must be identified at least two weeks before arrival since locations are listed specifically on the permit and are subject to availability. For smaller projects, locations may be determined during a pre-permit conference conducted via telephone. The completed permit will detail the activities and locations to be authorized. Any activities not specified in the permit will not be allowed. Filming may not begin within the park until all conditions of the permit have been agreed to by the permittee and approved by the Park Superintendent. Additional charges apply to scouting assistance (see below).

## **Fees:**

**The National Park Service is required by law to recover all costs for special use permits, such as filming permits. All costs incurred by the NPS in conjunction with the permitted filming activity will be reimbursed by the permittee. A cost estimate will be calculated and provided once the Filming Coordinator has received all applicable information.**

### **\$50 non-refundable Application Fee:**

As mentioned above, a \$50 non-refundable application fee must accompany each filming application. This fee is based on an average of two hours to provide initial review of an application. Since some projects require more than two hours consideration, the \$50 application fee is an average cost for the initial time involved in reviewing a project. The fee includes time spent answering initial inquiries, initial review of an application, and basic technical consultation. If this process takes longer than 2 hours, a \$70 per hour per staff member management fee will apply in addition to the initial \$50 application fee.

### **Hourly Management Fee:**

**Monitoring:** Filming activities authorized by permit may require continuous, on-site supervision by the NPS to assure full compliance with all conditions of the permit. Monitoring will be charged a hourly rate per staff member with a minimum of two hours per staff member, per day. For smaller filming projects with little possibility of resource/visitor impacts, spot checks may be used instead of continuous monitoring. The permittee will be charged a hourly rate per spot check. The scope and complexity of the filming activity will determine the level and type of supervision.

**Interviews:** all interviews of park personnel will be assessed at the hourly rate. This will not apply to pre-approved filming or photographing of NPS staff members performing their regularly scheduled work activities.

**Extended Administrative Time:** any filming activity that is particularly complex is subject to the hourly fee. This fee covers additional administrative time needed beyond the maximum four hours covered by the \$50 Administrative Fee. This rate does not preclude any of the other fees and is applied per hour, per staff member.

The applicant or permittee is required to notify the NPS of any delays or schedule changes at least 36 hours in advance, or as agreed to by the superintendent or his/her representative. Should the applicant or permittee fail to provide such advance notification, the applicant or permittee is responsible for paying all costs incurred by the NPS any time during the application, permitting, or operational process, including those due to cancellation, moving, or rescheduling of the project. Such payment will include but is not limited to a non-refundable charge for each staff person scheduled for the affected activity.

Such charge will, at a minimum, be the equivalent of two hours overtime for each employee assigned. These costs may be recovered through the posting of a bond at the time of application, or through a bill of collection presented at any point after initial contact.

**Location Fees:** Effective May 15, 2006, the NPS will begin charging location fees for filming. Public Law 106-206, codified at 16 U.S.C. 4601-6d, instructs the Secretaries of the Interior and Agriculture to *"establish a reasonable fee for commercial filming activities or similar projects on Federal lands..."* On April 13, 2006 the NPS published a final rule in the Federal Register removing the prohibition against the NPS charging a fee *"for the making of motion pictures, television productions or sound tracks..."* This action requires the NPS to charge a location fee for all commercial filming and still photography permits. The location fee is in addition to cost recovery charges that are currently being collected.

Title 43 of the Code of Federal Regulations part 5 is being revised by the Department of the Interior to implement all the provisions of P.L. 106-206. The proposed Departmental rule will be published in the Federal Register in 2006. The proposed rule will require the use of a department-wide location fee schedule. Until that schedule is finalized, the NPS will adopt a schedule developed by the Bureau of Land Management. Once a schedule has been finalized by the Department a notice of the schedule will be published in the Federal Register.

Motion Picture/Video		Commercial Photography	
1 – 10 People	\$150/Day*	1 – 10 People	\$50/Day*
11 – 30 People	\$250/Day*	11 – 30 People	\$150/Day*
31 – 49 People	\$500/Day*	Over 30 People	\$250/Day*

\*2006 NPS Location Fee Schedule

**Insurance:** General liability insurance must be carried by the permittee naming the United States Government, National Park Service, and Grand Canyon National Park as an additional insured. Short-term policies must show coverage on an "occurrence" basis. Required commercial liability for video or film productions companies is generally one million dollars (\$1,000,000), but will vary according to project scope, risk to park resources and other relevant circumstances. Additional amounts may be required for high-risk activities. All insurance certificates must be issued by an insurance company operating in the United States. The Filming Coordinator must receive the original insurance certificate no later than one week before the scheduled activity.

**Performance Bonds:** All permitted filming activities will require the permittee to post a performance bond. The purpose of the bond is to insure that the resource is left in as good condition as it was prior to the filming, and to cover restoration costs (if needed). The amount of the bond will be determined according to the scope and potential for damage by the activity. At the conclusion of the permit, the bond will be returned to the permittee after final billing costs and costs of necessary clean up; repair or rehabilitation is deducted. The performance bond can be in the form of a money order; cashier's check or above listed credit cards.

**Sharing the Park:** A filming or photography permit does not give exclusive rights to the permittee, or allow the permittee to restrict visitors from any location. Locations that attract a

large number of visitors will be avoided. Normal visitor use patterns will not be interrupted for longer than five minutes, and only as specified in the approved permit. Filming or photography permit activities may not occur simultaneously with other permitted activities unless authorized by the NPS, or unduly conflict with scheduled park activities such as interpretive presentations. Visitors will be allowed to observe filming activity.

**Restrictions and Conditions:** will be enumerated in the permit. The following activities are restricted and must be approved on a case by case basis: (1) use of children or animals, (2) discharge of blank ammunition and all black powder weapons, (3) mechanical or pyrotechnic special effects, (4) stunts, (5) amplified music or sound, (6) placing of large set dressings, (7) filming photography inside interiors of government administrative work areas, (8) film equipment or activities on roadways, (9) access to closed areas or access to areas during non-visitor use hours. The permit will specify the number of people and the exact types of equipment allowed. The NPS monitor on duty will not allow activities not specified in the permit.

Please note that the permit does not include authority to film or photograph park visitors unless agreed to by the visitor and a signed written release is obtained by the permittee.

**Closures:** Permit activities may be restricted based on weather or seasonal conditions (fire danger, standing water after rain, wildlife nesting season, etc.). Additional closures use limits and/or restricted activities are listed in the superintendent's Compendium, which is available at [www.nps.gov](http://www.nps.gov) or upon request.

**Prohibited Activities:** Activities having the potential to damage or significantly impact the park's resources are prohibited. The following is a partial list of prohibited activities: (1) altering, damaging or removing vegetation, (2) vehicle use off established roads and parking areas, (3) use of insecticides, herbicides and pesticides, (4) loud noises that exceed 60 decibels or have the potential to negatively impact park resources or visitors experience, (5) smoking in buildings or in vegetated areas, (6) use of fragile vegetation areas, except on trails or already disturbed areas (as determined by NPS), (7) writing on or discoloring any natural feature or structure.

Photographic licenses such as, but not limited to, the superimposing of pictures which depict activities in conflict with the mission and goals of park management are prohibited. Staged activities by on-screen talent that would be considered dangerous if performed by the general public is also prohibited. Activities that are illegal in the park, such as hunting and off-road travel, are not to be depicted.

Harassment of wildlife is prohibited by law. Filming of wildlife is permitted as long as there is NO disturbance, feeding, teasing, or manipulation of resident or free-roaming animals. Wildlife captured elsewhere may NOT be used in any in-park filming, whether trained or not.

**Termination of Permit:** All filming or photography permits issued by the National Park Service are "revocable" on 24 hours notice or WITHOUT NOTICE if the terms of the permit are violated. Deliberate infractions of the terms of the filming permit or the deliberate making of

false or misleading statements concerning intended actions in order to obtain a permit are causes for immediate termination of the permit and cause for possible prosecution. Permits will be revoked if damage to resources or facilities is threatened, or if there is a clear danger to public health or safety.

Completed applications for filming within The Herbert Hoover National Historic Site can be faxed along with credit card information, or mailed with check or money order made out to:

National Park Service Filming Permits Coordinator  
Herbert Hoover National Historic Site  
P. O. Box 607  
West Branch, IA 52358

If using FedEx:

National Park Service Filming Permits Coordinator  
Herbert Hoover National Historic Site  
110 Parkside Drive  
West Branch, IA 52358

For questions or additional information regarding faxing, please contact the Herbert Hoover National Historic Site, Filming Coordinator at (319) 643-2541.